

STATE EMERGENCY RESPONSE COMMISSION
Meeting Minutes

September 13, 2017

Commissioners

Robert Coupe – SERC Chair	Avery Dalton-Proxy for DEMA Director
Marjorie Crofts – SERC Co-Chair	Robert Byrd – Rail Transportation
Monroe Hudson – SERC DSP	Colin Faulkner - Kent Co LEPC
David Irwin – New Castle County LEPC	Al Johnson – SERC Air Transportation
Charles Stevenson – Sussex County LEPC	Grover Ingle - SERC OSFM
Robert Newnam – DSFS	Dwayne Day – SERC DelDOT
Grover Ingle – OSFM	James Lee – SERC Consignee
John Verdi – SERC Chemical Users	George Giles – SERC LEPC City of Wilmington

SERC Commissioners unavailable: Brian Wong SERC Shippers; (DNREC); Bruce Ennis – SERC-DVFA; Michael Layton – SERC Highway Safety; Lynn Krueger - SREC Water Transportation; Rick Perkins – Div. Public Health

Members/Visitors

Robert Pritchett – DNREC	Lisa Morris – DOJ
Jacob Morente – NCC LEPC	Babak Golgolab – Claymont Community
Jamie Bethard – DNREC	Lisa Dunaway - DHS
Kenneth Cenci – DNREC	Patty Smenkowski - DEMA
Lisa Morris - DOJ	David Roberts – State Fire Commission
Robert Pritchett – DNREC	Bill Davis - DNREC
Mark Dolan - DNREC	Arnie Maas - DAFB
Rich Ross – Eastern Shore Natural Gas	Heather Hudson - DPH
Patty Connors - Eastern Shore Natural Gas	Chris Klein - DSHS

Meeting called to order at 9:00 a.m. by SERC Chair Coupe.

June 14, 2017 minutes were approved as written following a motion by Mr. Irwin and seconded by Mr. Newnam. All approved.

SERC Committee members presented their reports that are attached in the following pages.

Bob Pritchett - Senate bill for the fee increase passed and was signed into law by the Governor on August 30th. The fee increase will take effect January 1st and hazardous materials fees will increase from \$40 to \$60, \$80 to \$100, and will be capped at \$5,000 (cap stays the same as current).

Avery Dalton of the Delaware Emergency Management Agency (DEMA) reported as proxy for Director Schall. The Director was unable to attend the SERC meeting. DEMA along with the Kent and Sussex Emergency Operations Centers, and several State agencies are participating in a graded state-wide radiological exercise September 12-14, 2017. This exercise is being held for the Calvert Cliffs Nuclear Power Plant in Maryland. This Ingestion Exercise is conducted for areas within a 50 mile radius to test offsite response organization's capabilities to; keep radionuclide's out of the ingestion pathways (i.e. water, milk, food), monitor the deposition of such materials onto receiving sources (i.e. soil, vegetation, etc.), and to relocate persons out of the impacted areas. The development of food embargos and geographical exclusion areas will also be tested.

Mr. Dalton reported the SERC Planning & Training Committee meeting was held on August 17, 2017. The Planning & Training Committee voted to approve the SERC 2017 Annual Report. The SERC annual report was developed from inputs from SERC Committees including; Finance, Information & Technology, Decon Trailer, the LEPCs, DNREC Emergency Response and the EPCRA Program. By approving the annual report, the SERC will also approve the membership of the committees and LEPCs. The Planning & Training Committee voted to approve the Local Emergency Planning Committee's Emergency (LEPC) plans. The plans were reviewed per a biennial review requirement by the SERC. The Planning & Training Committee completes this task on behalf of the SERC. The approval was made on the condition that the following plan improvements were implemented by the LEPCs; align the plans definitions used, with the State Emergency Response Team (SERT) plan, revise outdated terminology (i.e. MSDS, now termed Safety Data Sheets (SDS)), update emergency contacts, and any other changes submitted by the Planning & Training membership prior to the next meeting in November.

Mr. Dalton discussed the SERT Plan - *Oil and Hazardous Substance Incident Contingency Plan* review process. First and foremost, on behalf of Director Schall, he thanked everyone that participated in the review process. The plan was reviewed by nearly 40 staff from several state agencies, the National Guard, the LEPC's, and the Delaware Volunteer Firefighters Association. The current plan dates from work performed in 2007 and 2008. Our review began in 2015. With the main body of the plan being reviewed. After that initial review it was determined that a more in depth review was required using FEMA's Comprehensive Planning Guide (CPG-101).

CPG 101 is a six-step process used in the review and update of emergency plans. These steps include in part; selection of subject matter experts from the emergency response community, identify threats and hazards and assess risk, determine operational priorities and set goals and objectives, and develop and analyze courses of action and identify information needs. We used this process and discussed the plan as it would apply to an incident scenario.

Overall, the changes made to the main body of the SERT plan were minimal and include:

- revising the plan name to *Hazardous Substance Incident Contingency Plan*.
- updating contact information and agency names.
- revising terms related to the Incident Command System (ICS).
- including information and instructions for using the EPCRA program's Tier II Manager system.
- revising nomenclature for emergency management and other related terms, i.e. Material Safety Data Sheets (MSDS) that are now Safety Data Sheets (SDS).
- removing plan sections; 7.1.1 - *Hazardous Substance Spill Cleanup Revolving Fund*, and 7.1.2 - *Hazardous Waste/Groundwater Revolving Fund*, because the cited funds listed did not contain any monies. This was approved by the SERC on June 8, 2016.

The main body review of the plan concluded last fall. And the SERC Planning & Training Committee approved those changes. At that time it was determined that the Annex D – the Radiological Incident Response section required substantial revisions. The subcommittee reviewed the references and substantial revisions to the radiological section that included:

- language clarifying the ICS structure
- a description of the Delaware National Guard's Civil Support Team role in radiological response
- updated contact information
- improved Protective Action Guidance (PAGs)
- better defined mission and tactics
- improved public messaging
- CDC Factsheets, community receptions centers, and initial reporting forms

These revisions were approved by the SERC Planning & Training committee in August. If approved, our intent would be to have the plan ready for printing and distribution within the next few weeks. We have

obtained quotes from printing and publishing. The intent is to print fewer copies, on paper, and to also distribute the plan electronically via a secure pdf file.

Marj Crofts noted a problem with the SERT Plan. DNREC funds three and a half responders from HSCA funds. Biological and radiological responses are not funded, yet DNREC SERT responders respond to all types of incidents. Marj had let the Director of Public health know this was a problem. Chairman Coupe said that Director Schall and Avery would develop a response for the next SERC meeting in December. Mr. Newnam noted the commission should develop a plan and get back to the legislature to address.

STANDING COMMITTEE REPORTS:

Finance and Budget Report - Mr. Newman

Summary of SERC finances as of 9/5/2017

SERC Fee Holding Account:

Carryover from 2016 calendar year	+ \$ 150,616
Fees collected so far in 2017	+ \$ 301,800 (a)
Annual disbursements approved by SERC in March for FY18	- \$ 336,060 (b)
Encumbered for system modifications to implement fee increase	- \$ <u>4,000</u>
Current Account Balance	+ \$ 112,356

Decon Trailer Replacement Account:

Carryover from 2016 calendar year	+ \$ 139,267
Deposit as part of SERC FY18 disbursements	+ \$ 30,000 (b)
Interest received thus far in 2017 (1 st seven months)	+ \$ <u>2,396</u> (c)
Current account balance	+ \$ 171,663

Notes:

- Reports and fees from facilities covering calendar year 2016 were due 3/1/2017. We are still processing submittals, and following up on delinquent reporters. Fees collected in 2016 totaled \$304,520.
- FY 2018 Allocations Approved for Distribution:

Agency/Organization	FY 2018 Approved Allocation
City of Wilmington LEPC	\$ 62,258.99
New Castle County LEPC (account maintained at DSFS)	\$ 82,291.00
Kent County LEPC	\$ 65,800.00
Sussex County LEPC	\$ 67,886.93
SERC IT Committee (account maintained at DSFS)	\$ 12,823.00
Transfer to decon. trailer equipment and maintenance account (*)	\$ 0
Transfer to decon. trailer replacement account	\$ 30,000.00
DNREC Emergency Prevention & Response Section	\$ 15,000.00

Total	\$ 336,059.92
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* The decontamination trailer equipment and maintenance account is a separate account established by the SERC to cover replenishment of equipment and supplies for the trailers during the fiscal year, as well as maintenance costs. Each year, SERC funds are allocated to cover expenses during the previous year and replenish the account to approximately the \$15,000 level. Balance was near this level, so no additional funds were added.

- Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are to be jointly deposited into the Decon Trailer Replacement Account. This is an ongoing policy decision by the SERC, with the interest to be transferred on a yearly basis from the main Fee Holding Account.

End of Finance and Budget Report

Information and Technology Report – Mr. Irwin

SERC IT Committee Report - September 13, 2017

Open FY 2017 projects, timeline for full implementation:

Contractor update of Tier II Manager TM to include new hazard classes:

- IDSi update 71 to expand EPA hazard categories from five to twenty-four was put on-line August 24th. Facilities have been notified by DNREC of the opportunity to submit Tier II 2017 updates before the January 1, 2018 EPA implementation date

Fire Department candidates for Tier II Manager TM access:

- Accounts have been created by DNREC for users who are approved by an LEPC,

DSFS training Tier II Manager TM module:

- The final version was presented at the June 14th SERC meeting.
- A *train-the-trainer* session was held immediately following the June 14th SERC meeting for LEPC chairs and others interested in the rollout of the training module.
- The first training class was held on July 20th at the Delaware State Fire School NC Classes were held at 10am and 6pm and nine firemen were trained.
- It was decided that the best way to reach the fire service was to bring the training to each Fire Company.

Website containing a list of links and hazardous materials resources for emergency response personnel to use for primarily planning but also response:

- A DEMA-hosted website will be used to collect resource links for emergency planners(primarily) and responders (secondarily). **IN PROGRESS**

Living SERC-IT document:

- **IN PROGRESS**

Updates to Tier II HazMat sites layer:

- Bob Pritchett stated that we are awaiting a quote from the contractor for their portion of more

automated mapping of Tier II sites, based on lat/longs in State Approved fields. This is being combined with a quote for a possible fee increase. We have partial funding in the IT Committee budget, and will likely need to approach the SERC Finance Committee for additional funds for these projects

End of Information and Technology Report*

SERC Planning & Training Committee Report – Director Schall

State Emergency Response Commission (SERC)

Planning & Training Committee Meeting

Meeting Minutes for August 17, 2017

Prepared on August 18, 2017

The SERC Planning & Training Committee meeting was held on August 17, 2017 at the DEMA State EOC.

Minutes for the meeting are as follows:

Attendees: AJ Schall (DEMA), Chris Murtha (DEMA), Avery Dalton (DEMA), David Irwin (New Castle County LEPC), Richard Perkins (DPH), Dwayne Day (DelDOT), Colin Faulkner (Kent LEPC), Charles Stevenson (Sussex County LEPC), Robert Newnam (DSFS),

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:02.

Old Business:

Approval of May 18, 2016 Planning & Training Sub-Committee Meeting Minutes

Mr. Newnam motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on May 18, 2017. Mr. Irwin seconded the motion. All approved.

HMEP Grant – Mr. Dalton

Current balance of the grant is; \$53,624.01 out of \$114,975.00 (2016-2017) remaining as of August 7th.

Director Schall discussed a timeline for holding an exercise. Two weeks prior to our next P&T meeting in November, a DEMA internal meeting to start planning the exercise and to look at additional funding sources and a planning timeline. November will be 18 months out from a spring 2019 exercise.

10th Hazmat Training Workshop Report – Mr. Irwin

Mr. Irwin briefed that there will be a kickoff meeting for the 10th Annual Hazmat Training on August 29th.

New Business:

Approval of the SERC Committee Agenda – Mr. Dalton

Mr. Dalton stated there are no presentations scheduled and would follow the standard agenda package. Director Schall made motion accept the agenda as submitted and written for the September 13, 2017 SERC Committee Meeting. Mr. Irwin seconded the motion. All approved.

Approval of the SERC 2017 Annual Report – Mr. Dalton

The annual report was developed and emailed out to the committee for review and approval. Mr. Dalton made a motion to approve the report. Mr. Irwin seconded the motion. All approved.

Approval on the HMEP Allocations for Delaware State Fire School (DSFS) – Mr. Dalton

DSFS has overspent by approximately \$9,500.00 during the third quarter for Hazmat training courses. Mr. Dalton estimated that approximately \$17,000.00 total would be needed for the third and fourth quarters. Mr. Dalton will work with Jerry Brennan at the DSFS to better determine a total. The committee voted to approve the extra funds for the training.

Approval on the HMEP Allocations for Jacob Morente – Fire Inspector Training – Mr. Dalton

Jacob Morente of the New Castle County LEPC requested to attend the Fire Inspector 2 (40 Hour certification course) Buck County Community College, Doylestown, PA. Mr. Dalton noted the costs were approximately \$900.00.

Mr. Irwin noted the course does not appear to cover Hazmat. Mr. Dalton noted that Jake's duties crossed over from fire safety and hazmat. Director Schall said the issue could be reviewed by Pipeline & Hazardous Materials Safety Administration (PHMSA). Mr. Newnam made motion to submit the training activity to PHMSA for review. Mr. Irwin seconded the motion. All approved.

Approval of the LEPC Emergency Plans – Mr. Dalton

There was a discussion of the LEPC emergency plans. In 2015 the plans were reviewed per a biennial review requirement by the SERC. At that time it was determined that the plans required a "common look and feel", basically more consistency to allow different users of the plans to better utilize the plans. Kent County updated their plan, so the three county plans are very similar. The city of Wilmington's plan is different.

Mr. Dolan (not present) had emailed comments about the plans and the need to make the plans definitions consistent with the "state plan". Mr. Newnam and Mr. Dalton both noted that they were unsure of the state plan referred to in Mark's email. Mr. Perkins had comments on the plans. Mr. Irwin noted the city of Wilmington's plan had several issues; MSDSs are used, CAMEO was replaced with Tier II Manager but the developers were still listed as the developers of CAMEO, and the format needed work. Mr. Irwin noted a few details with the plans and Mr. Dalton reminded Mr. Irwin that he had provided similar comments to the LEPCs about the plans via email in December 2016.

Mr. Newnam made a motion to approve the plans with the note to update the plans content with the recommended updates. Mr. Irwin seconded the motion.

Approval of the SERT Plan revisions - Annex D, Radiological Incident Response (Avery Dalton)

The main body of the plan was reviewed and approved by the Planning & Training Committee last November. Mr. Dalton requested approval of Annex D of the SERT.

Mr. Newnam asked about how the approval process proceed after P&T and SERC approval. A discussion of the printing and distribution plan occurred. Director Schall said the plan would be distributed in digital and printed format. The printing quote was over \$19,000.00 for the Tyvek paper and heavy duty plastic binder for 1640 copies. A discussion occurred about printing the plan on regular paper. Mr. Dalton will contact Printing and Publishing to get another quote for the paper copy. The committee will be contacted with that information. Mr. Newnam said the plan does not need to be on Tyvek paper. He also said that the fire service would need 300 copies, minimum.

The committee voted to approve the plan and forward the plan on to the SERC for approval.

Motion to Adjourn

Mr. Newman made motion to adjourn. Mr. Perkins seconded the motion. All approved.

Meeting Minutes

Minutes were recorded and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on August 17, 2017.

Draft minutes were posted to the State Public Calendar on August 21, 2017.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: _____
AJ Schall, Chair for the SERC Planning and Training Committee

End of SERC Planning and Training Report

SERC HMEP Grant Report from DEMA - Mr. Dalton

Mr. Dalton discussed the Hazardous Materials Emergency Preparedness (HMEP) Grant. The current balance of the grant is; \$47,444.32 (41 percent) remaining out of \$114,975.00 for 2016-2017 as of September 11th. The SERC Planning & Training committee discussed a timeline for holding a hazardous materials exercise to test the revised SERT Plan. DEMA will start planning the exercise and to look at additional funding sources and a planning timeline. November will be 18 months out from a spring 2019 exercise. The HMEP grant closes for this fiscal year on September 30th.

END OF HMEP GRANT REPORT

SERC DECON Trailer Committee Report - Mr. Newnam

No Report.

END OF SERC DECON TRAILER COMMITTEE REPORT

SERC HAZMAT Training Workshop Committee Report - Mr. Irwin

Mr. Irwin briefed coordinated date for the 11th Annual HazMat Workshop will be May 11th and 12th. There will be no dinner this year, only breakfast and lunch. Citizens Hose Ladies Auxiliary will provide food.

More information out around the first of the year.

END OF SERC HAZMAT TRAINING WORKSHOP COMMITTEE REPORT*

New Castle County LEPC REPORT - Mr. Irwin

LEPC for New Castle County SERC Report June 15, 2017 – September 13, 2017

LEPC Meeting:

There has been two LEPC meetings since the last SERC meeting:

The July 10, 2017 meeting was hosted by BASF. A total of 26 individuals attended the meeting.

Highlights:

Committee Reports –

- Finance: Chairman Irwin reported expenditures since the May 8th, 2017 LEPC meeting.

Budget balance as of 5/1/17	\$ 18,623.11
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Expenses:

NCCIHMRA – Background Check	\$ 52.00
NCCIHMRA - Training Support	\$ 370.77
LEPC Staff Fees (May & June)	\$ 13,333.34
Budget Balance as of 6/30/17	\$ 4,867.00

Balance as of 7/1/17 FY 2017 carryover	\$ 4,867.00
SERC approved FY 2018 funding amount	\$ 82,291.00
Budget Balance (as of 7/1/17)	\$ 87,158.00

- Decon – No report
- I.T. – Chairman McCracken reported the first training sessions for fire personnel in the use of Tier 11 Manager for planning purposes will be held on July 20th at the Delaware State Fire School site in New Castle County.
- Training – Committee Chairman Mark Dolan reported the New Castle County Industrial Hazardous Materials Response Alliance Training Committee did conduct one training session between the May 8th, 2017 and the July 10th, 2017 LEPC for NCC meetings.

Training Session IV was the “Radiation Assessment & Mitigation –Concepts of Radiological Response for Hazardous MaterialsTechnicians” training class, which was instructed by Cheryl Weaver-Docimo, Lead Radiological Trainer of RadResponse, LLC, at theDNREC Lukens Drive New Castle Site on Friday, May 12th andrepeated on Saturday, May 13th, each day from 08:00 am – 04:30pm. This training taught attendees how to assess and mitigateradiological incidents including radiological detection, site control,hazard mitigation and scene management associated with thedetermination of radiological hazard zones, entry times, and beta and gamma shielding. Twenty-one (21) hazardous materials first responders attended.

The NCCIHMRA Training Committee has the remaining 2017 training sessions scheduled:

(1) “Propane Flaring Evolutions”, led by the DNREC Emergency Response Team, scheduled from 5:30 pm to 8:30 pm Thursday evening, August 24th, at the Delaware State Fire School, New Castle Division.

(2) “Confidence in the Hot Zone” Workshop, instructed by Dave Wolfe and Michael Moore of Safe Transportation Training Specialists (STTS), scheduled from 8:00 am to 4:30 pm Friday, September 8th and repeated Saturday, September 9th at Elsmere Fire Station 16.

(3) Sixteenth Annual NCCIHMRA Planning and Training Meeting on Wednesday evening, November 8th from 5:30 pm to 9:00 pm at Elsmere Fire Company Station 16.

- Transportation – Committee Chairman Al Stein reported:
- The first quarter progress report for the implementation of Positive Train Control has been released. The following is a summary of the major railroads on the East Coast.

RR	LOCOMOTIVES	EMPLOYEES TRAINING	MILES
AMTRAK	99% (515/521)	66% (7261/10985)	67% (603/878)
CSX	55% (1759/3200)	96% (18632/19331)	32% (3111/9721)
NS	53% (1530/2900)	62% (13273/27446)	17% (1368/8028)
SEPTA	100% (305/305)	100% (1192/1192)	98% (118/120)

NOTE: All track owned by Amtrak on the North-East Corr. is complete.

All bulk Class 3 flammable liquids must be transported by rail in DOT 117 or equivalent tank cars by the year 2029. As of August 2016, the American Association of Railroads reported that there are 99,000 DOT 111 and CPC 1232 tank cars that need to be retrofitted or replaced by the year 2029. This is an average of 7700 tank car per year. As of August 2016, 1400, existing tank cars have been retrofitted to the DOT 117 standard. About 10,839 new DOT 117 have been built with fewer than 50% have been deployed in flammable liquid service.

LEPC Staff Performance:

David Irwin - Chairman

David Irwin

Activity Report – Items Accomplished

May 9, 2017 – July 10, 2017

SERC Activities:

- Represented the LEPC at the June 14th SERC meeting
- Represented the LEPC at a SERC Planning & Training Committee meeting (5/18)
- Chaired the SERC IT Committee meeting (5/30)
- Testified before the Senate regarding SB 68 (5/16)
- Testified before the House Health & Human Development Committee regarding SB 68 (6/21)
- Represented the SERC and LEPC at the Mill Creek 90th Anniversary Celebration (5/13)
- Represented the LEPC at the DelDOT/ US DOT's Volpe Debriefing and Next Steps for "Improving Highway Safety through the Identification of Illicit Transportation of HAZMAT and Other Contraband" Project (5/1)
- Led the Hotwash discussion regarding 10th Annual HazMat Training Workshop (5/9)
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Prepared and submitted in a timely manner the SERC Information & Technology Performance Report
- Obtained SERC approval to conduct the 11th Annual HazMat Training workshop in 2018
- Secured approval for partial reimbursement for a HazMat Workshop session provider using HMEP Grant funds

Emergency Response Plan Reviews and Facility Visits:

- In accordance with SARA Title III Section 303 [42 U.S.C. 11003 (a)] completed the

LEPC for NCC's 2017 annual review of the LEPC for NCC Hazardous Material Response Plan (6/7)

Incident Assistance:

- Worked with Tanner Industries to coordinate notification of appropriate agencies regarding an Ammonia release at the I-95 rest stop (5/24)

NCCIHMRA:

- Administered two eight hour sessions on "Radiological Assessment & Mitigation" provided by Cheryl Weaver of RadResponse on Friday (5/12) and Saturday (5/13)

Outreach Initiatives:

- Represented LEPC at the US Coast Guard Sector Delaware Bay Area Committee meeting (6/9)
- Represented LEPC at the US Coast Guard Sector Delaware Bay Area Cyber Subcommittee meeting (6/20)
- Represented the LEPC for NCC at the Sussex LEPC meeting (5/4)
- Represented the LEPC at five (5) CAP meetings Delaware City Refining (5/9,6/13), DuPont Experimental Station (5/4), DuPont Newark Sites (6/13) and FMC (6/28)

Additional Activities:

- Developed HazMat Workshop PowerPoint presentation for SERC and LEPC meetings
- Sent Thank You letters to all HazMat Workshop session presenters
- Served as a technical resource to one state agency, two consultants, two local companies and one LEPC member
- Documented two Hazardous Material reportable release reports in accordance with EPA regulations

Jake Morente – Vice-chairman

Local Emergency Planning Committee for New Castle County

Vice-Chairman Activity Report – Jacob Morente

July 10th, 2017

SERC & Tier II:

5/8/2017 Record minutes at the LEPC for NCC's May meeting at the Delaware State Fire School, New Castle division. Prepared minutes and distributed to email list.

5/14/2017 Prepared and submitted meal receipts & attendance records for reimbursement.

5/30/2017 SERC IT Sub-committee meeting – D.S.F.S. Dover

6/1/2017 Emails sent to NCC EMS, OEM and Emergency Communications Center for Tier II contacts

6/7/2017 Several IT Committee Tier II Training Module Reviews

7/3/2017 Reviewed Tier II Manager Training Documents from Vincent Miller at D.S.F.S

7/6/2017 Planned & Organized Tier II Training Delivery at D.S.F.S. New Castle Division and sent email invitations to NCC Fire Chiefs, EMS, Emgncy Comms Center & OEM.

Site Assessments & Plan Reviews: (3 visits conducted) Reports completed and mailed

6/22/2017 DuPont – Stine-Haskell Research Ctr (Newark) 2 suggestions/considerations

6/23/2017 Christiana Hospital (Newark) 2 suggestions/considerations

6/27/2017 Adesis, Inc. (New Castle) 6 suggestions/considerations

Outreach:

6/14/2017 Delivered 150 Resident Awareness and Emergency Preparedness Brochures to Mt. Cuba Center (Hockessin)

6/14/2017 Consulted with Mt. Cuba Center (Hockessin) on development of an emergency action plan.

6/19/2017 Participated at Rogers Corp Safety Day (Bear) – Distributed 175 Resident Awareness & Emergency Preparedness Brochures

Fire Service Liaison:

6/1/2017 Attended NCC Fire Chief's Association meeting at Talleyville Fire Company

7/6/2017 Unable to attend NCC Fire Chief's Association meeting at Townsend Fire Co.

Misc. Emails To County Fire Chiefs inviting them to accompany my Site Visits and Emergency Plan

Reviews at facilities within their fire district.

NCCIHMR & Training:

5/9/2017 Attended, recorded and distributed discussion notes from the 10th Annual Hazardous Materials Training Workshop Hot-wash Planning group – no quorum.

5/11/2017 Drafted and submitted an article for Delaware Fire Service News on Delaware's 10th Annual Hazardous Materials Training Workshop

5/12/2017 Provided lunch and participated in NCCIHMR's Training Session #4 – Radiological Response Course by RadResponse, LLC. Held at DNREC's Lukens Drive facility

5/13/2017 Provided lunch and participated in NCCIHMR's Training Session #4 – Radiological Response Course by RadResponse, LLC. Held at DNREC's Lukens Drive facility

The September 11, 2017 meeting was hosted by Sunoco Logistics.

The agenda was:

**Meeting Agenda
September 11, 2017
2:30 PM**

Host: Sunoco Logistics

Meeting Location:

Delaware State Fire School – New Castle Location
2311 MacArthur Drive
New Castle, Delaware 19720

Agenda:

1. Call to Order Chairman Irwin
2. Introductions Chairman Irwin
3. Welcome & Facility Update Bill Kelly, Senior Manager - Emergency Services
4. Approval of Meeting Agenda Chairman Irwin
5. Approval of the July 10th Meeting Minutes Chairman Irwin
6. Committee Reports a. Finance Chairman Irwin
b. IT Bill McCracken
c. DECON Joe Leonetti
d. Training Mark Dolan
e. Transportation Al Stein
7. Tier II Report Bill Davis, DNREC

8. SERC/DEMA Report Avery Dalton, DEMA

9. Staff Reports Jake Morente, David Irwin

10. Old Business

- 11. New Business a. Hazardous Material Response Plan Annual Review Chairman Irwin
- b. LEPC for NCC FY 2017 Performance Report Chairman Irwin
- c. Request for CY 2017 LEPC Meeting Hosts Chairman Irwin
- d. LEPC Reports LEPC Chairs
- e. Enhanced HazMat Response Capabilities Joe Leonetti
- f. Other

12. Presentation: a. Emergency Repair of 84" Christiana River Forcemain (CRFM) - Regis Yurchich, NCC Special Services

13. Any Other Business All

14. Adjourn

Next Meeting: Monday, November 13, 2017

Host: Stine Haskell

Location: Delaware State Fire School

New Castle Location
2311 MacArthur Drive
New Castle, DE 19720

In accordance with 29 Del. C. §10004(e) (2), this Agenda was posted at least seven (7) days in advance of the meeting. This Agenda is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting. Agenda items listed may be considered out of sequence.

End of New Castle County LEPC REPORT

CITY OF WILMINGTON LEPC REPORT - Mr. GILES
CITY OF WILMINGTON

OFFICE OF EMERGENCY MANAGEMENT

WILMINGTON, DELAWARE

MEMORANDUM

TO: SERC
FROM: George B. Giles

Wilmington Support Staff

DATE: September 1, 2017

RE: Wilmington LEPC Report

Meeting Notes:

Wilmington LEPC meeting was held July, 2017 in the EOC.

Meeting was called to order by Chairman Joe DiPinto

Introduction of 11 members attending.

FY16 budget in the process of completing.

-FY 17 budget is approved awaiting letter and wire transfer to be able to set up account lines.

HMEP grants FY 15 in progress used for training

We will be using some of this money for our EHS inspections.

HAZMAT RESPONSES –

None

TRAINING-

-participated in the Wilmington Water/Dam exercise.

- participated in Mass Casualty drill

EXERCISE STATUS -

- Continue to review all previous drills to address corrective actions.
- Will continue to work with Noramco and Magellan on their drills and exercises.

- PLANNING & OUTREACH –
 - Continue teaching an all hazards approach to citizens, community groups,
 - Preparing Wilmington Channel 22 announcements for upcoming season.
 - Preparing information on the upcoming hurricane season

HAZARDOUS SUBSTANCE AND HAZARDOUS MATERIAL PLAN-

-The City of Wilmington has updated the Emergency Operations Plan which includes the updated Hazardous substance plan. We continue to make sure that the plan is kept current.

Working with SERC state wide to have all plans meet same agenda's.

EHS SITE INSPECTIONS—

Will be started in the near future. In final process for vendor selection.

Next meeting is on September 8, in the Emergency Operations Center.

END OF City of Wilmington LEPC REPORT

Kent County LEPC REPORT - Colin Faulkner

**Kent County
LEPC Meeting Minutes**

July 11, 2017

Attendees

David Mick	KCDPS	Nicole Vautard	KCDPS
Mark Dolan	DNREC	Charles Boyer	Town of Smyrna
Bill Davis	EPCRA	Rob Armstrong	Miller Environmental
Bob Barrish	Consultant	Sand Hoffman	Chesapeake Utilities
Barry Laise	STA 54/DSP	Sharon Jefferson-Hawkins	Red Cross
Charles Stevenson	Sussex LEPC	Dave Irwin	NC LEPC

Dave Mick called the meeting to order at 10:00 am.

Current Issues

Dave Mick – DECON

- No activations
- Stand byes at the Race and Fire Fly
- MCI Drill for base coming up

Special Ops

- Assist Sussex for tractor trailer in house
- Working on joint exercise regarding confined space training

Bill Davis –Tier II –

- Reporting Status as of July 6, 2017

RY2016 current	5/3/17	3/7/17	RY2015 ~final	
2172	2159	2019	2112	State Total
749	743	702	724	Sussex
467	463	435	448	Kent
822	820	763	806	New Castle
134	133	119	134	Wilmington

- 200 more reports have been submitted for RY2016 versus RY2015 by this time last year
- 312 Missing/Unknown Status (Business)
- Facilities in database who have not reported in 2016 and cannot be reached:

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Dave Mick on behalf of Avery Dalton – SERC – Quarterly Meeting on 6/14/17. The SERC was briefed on Tier II Manager training by Vinnie Miller of the DSFS representing the SERC IT Committee. The brief outlined the Tier II Manager database, the information available (chemical, inventories by facility, SDS, links to chemical information, site plot maps, etc.), data validity, and an overview of the EPCRA program. Fire Company and other agencies staff will be trained how to use the database for emergency management and planning. That training will occur this summer and fall.

The SERC was briefed on the 10th Annual Hazmat Training Workshop by David Irwin. The SERC voted to approve the 11th Annual Hazmat Workshop for the spring of 2018.

Next SERC quarterly meeting is on September 13th.

Planning & Training (P&T) Meeting

The next P&T meeting will be on August 17th.

Topics:

- Status of the SERT Plan, RIR Annex D, will be discussed.
- SERC Annual Report will be reviewed for approval.
- LEPC Plans will be reviewed prior to the meeting for approval. A biennial review is required in odd numbered years per SERC Bylaws.

DEMA – Past & Upcoming Events & News

- June 19, 2017 - Tornado Confirmed
 - Greenwood – Damage in northwestern Sussex County during Monday evening's was caused by a tornado. Meteorologists from the National Weather Service office in Mount Holly, New Jersey along with personnel from the Delaware Emergency Management Agency and Sussex County Emergency Operations conducted a site assessment on June 20th and confirmed that a tornado touched down Monday evening in the Greenwood area.

There were no reports of injury, however some damage was reported. A storage building at the Delaware Electric Cooperative site on U.S. 13 in Greenwood sustained some damage. Four structures on the northwest side of the intersection of Sugar Hill and St. Johnstown Roads were also damaged. Most of the damage affected farm buildings; however, one nearby home received damage to its porch. (Source – Sussex County Post)

- June 20-22, 2017 - Graded Ingestion Exercise

- Rehearsal for the September Graded Ingestion Exercise was held from June 20-22nd. Command and Control, and communications with Maryland were tested. Kent and Sussex Counties Emergency Operations Center staff participated in the coordination of operational tasks. Emergency Services Coordinators such as; DSP, Public Health, and DeIDOT participated to

Old Business

Bob Barrish – Facility Inspections –

- May 8th visited two sites of Delaware Propane
 - They are in good shape
- May 11th visited Hanover.
 - New management in place
 - They are in good shape and their overall program is better than ever
- May 18th visited Southern States in Milford
 - Have the right things in place for Emergency Response
- Plan on visiting 3 or 4 more in August

Chip Stevenson – Sussex LEPC –

- Attended the NASTTPO Conference in Florida from May 8-May 11
- Attended the SERC Planning & Training Committee meeting on May 18
- Attended the SERC Information & Technology Committee meeting on May 30
- Attended the SERC Meeting on June 14
- The next Sussex County LEPC meeting will be held on Thursday, July 13 at 10 a.m. at the Sussex County Emergency Operations Center.

Dave Irwin – New Castle County LEPC –

- Met July 10th
- Senate Bill 68 (Tier II Fee for Hazardous Materials) has been passed and it is awaiting Carney's signature
- Presentation on the 10th Annual Hazmat Workshop

Wilmington LEPC – No report.

Dave Mick – Exercise Program –

- Completed table top exercise with a scenario of commercial carrier in bound to DAFB and it doesn't make it. Well attended and good discussions.
- Air Show in August
 - With a full scale exercise for preparation taking place July 22nd
- Active Shooter exercise in the planning stages
 - With SWAT Medics and Dover PD at the High School
- RAD & DEMA having exercise involving EMS & Hospitals
 - Will be a radioactive event
 - Federally graded

- Ingestion exercise this summer

Dave Irwin – Annual Statewide Hazmat Training Workshop – 10th annual workshop was held at fire school on April 7 & 8. More attendees this year verses last year. Friday was more attended than Saturday's session. All programs fully attended. 150 registered for dinner but about 90 came. There were 36 sponsors. The workshop was paid in full by these sponsors.

New Business

Brandon – KC LEPC –

- LEPC Hazardous Substance Response Plan was reviewed for accuracy. Only minor corrections to contact information were needed. (Several copies available for review, if someone would like to keep one, please contact Nicole)
- We are continuing to work with SERC IT Committee to develop and extend training for Tier II to all Fire Companies in Kent County. Video has been developed and train the trainer has been held.

Next LEPC meeting will be **Tuesday, September 12, 2017 in the conference room of the Kent County Emergency Services Building.**

Meeting adjourned.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary

END OF Kent County LEPC REPORT

Sussex County LEPC REPORT - Mr. Stevenson

SUSSEX COUNTY LOCAL EMERGENCY PLANNING COMMITTEE MEETING MINUTES JULY 13, 2017

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There were 16 members/guests in attendance.

Chip Stevenson	Chairman, Sussex County LEPC
Ken Cenci	DNREC
David Irwin	LEPC for New Castle County
Sonia Williamson	Mountaire
Marc Evans	National Guard

Bill Davis	DNREC
David Mick	LEPC for Kent County
Shroittii Lamadieu	Bayhealth
Nicole Littleton	Delmarva Two-Way Radio
Phil Reynolds	MEG
Scott Bossert	DBRC
Bob Shinholt	ALOFT
Avery Dalton	DEMA
Mark Dolan	DNREC
Lisa Dunaway	DHS
Sharon Jefferson	Red Cross

Chairman Stevenson called the meeting to order at 10:00 a.m.

The minutes of the May 11, 2017, meeting was approved.

All attendees introduced themselves.

REPORTS-

[DNREC- Bill Davis-](#)

EPCRA Reporting Program LEPC Report – July 2017

- Reporting Status:**

EPCRA 312 (Tier II) Reports Submitted As of July 6th, 2017

(LEPC designations as reported by the Facility)

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DEMA UPDATES- Avery Dalton –

SERC Meetings

SERC Quarterly Meeting 6/14/17

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From a DEMA perspective, the emergency planning and management functions completed by all participants during the exercise were successful. Some processes may be refined prior to the September exercise.

Hazardous Materials Emergency Preparedness Grant Status

HMEP - 3-year grant

Current balance of the grant is; \$48,300.00 (42 %) out of \$114,975.00 (2016-2017) has been spent as of June 15th.

SCEMS-Glenn Marshall-

No report

DECON Trailer Updates-

No Report

31st CST-Marc Evans- Captain Marc Evans reported on a recent exercise with multiple CST's held in the Cape region.

DHS-Lisa Dunaway- Lisa Dunaway, Department of Homeland Security, reported on the upcoming Chemical Security Summit at Del Tech, Terry Campus on November 1st, 2017.

Kent County LEPC-David Mick/Brandon Olenick-

Dave Mick reported on the upcoming air show at DAFB in August.

New Castle County LEPC-Dave Irwin-

The most recent New Castle County LEPC meeting was Monday, July 10th with a presentation by Chairman Irwin on the success of the HazMat workshop including course and instructor information.

Wilmington LEPC- George Giles

No Report

Sussex County LEPC-Chip Stevenson

Chairman Stevenson reported on the following activities:

- Attended the NASTTPO Conference from May 8-11
- Attended the SERC Planning & Training Committee meeting on May 18
- Attended the SERC Information & Technology Committee meeting on May 30
- Attended the SERC meeting on June 14
- Attended the New Castle County LEPC meeting on July 10
- Attended the Kent County LEPC meeting on July 11

PRESENTATIONS:

David Irwin, Chairman of the New Castle County LEPC, provided an informative 15-minute power point presentation on the success of the workshop including course and instructor information.

NEXT MEETING- THURSDAY, SEPTEMBER 14, 2017 AT 10 A.M. AT THE SUSSEX COUNTY EMERGENCY OPERATIONS CENTER.

End of Sussex County Report

DNREC Report – Mr. Bethard

DNREC Report

PETROLEUM AND NON PETROLEUM RESPONSES						
TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
Petroleum	74	60	67	62	263	64%
Non-Petroleum	52	39	26	33	150	36%
TOTAL	126	99	93	95	413	100%
SFY 2016 SERT INCIDENTS	INCID. #	SERT Level	SERT Date			
Mountaire Selbyville	170209-01-1NS	1	2/9/17			
Davidson Recycling Fire	170626-01-1NK	1	6/26/17			

End of DNREC Report

Old Business

N/A

New Business

Secretary motioned to approve the SERT Plan as written. Mr. Irwin approved. Mr. Newnam seconded. All approved. Note: Will be routed to the Governor in the next few weeks.

Secretary Coupe made motion to adjourn. Mr. Irwin seconded. All approved. SERC Chairman Coupe adjourned the meeting at approximately 10:03 a.m.

The next SERC meeting will be December 13, 2017. Meeting notes were drafted by Avery Dalton and Patty Smenkowski. Meeting notes entered into the Statewide Public Calendar on September 19, 2017.

*SERC MINUTES CONCLUDE.**